

# **SUBCONTRACTOR PAYMENT PROCEDURES**

## **PRIME CONTRACTORS**

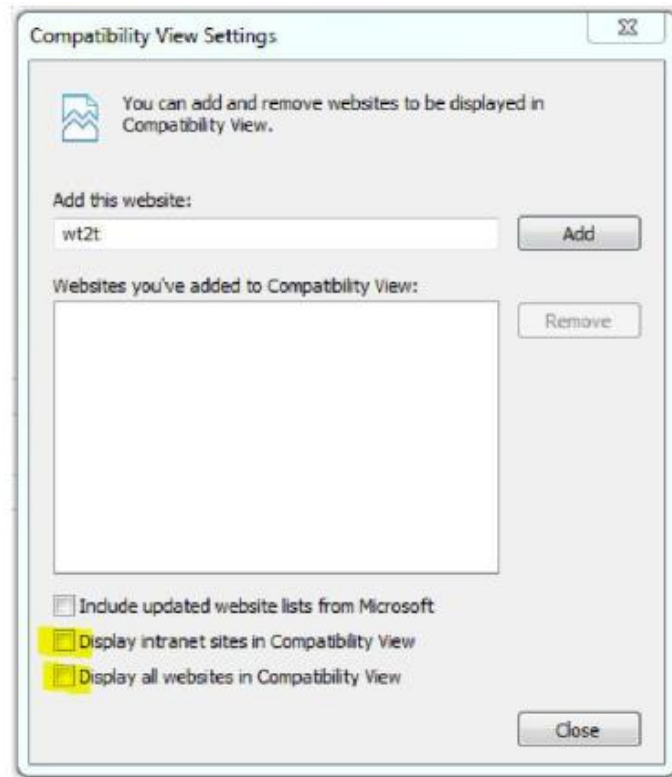
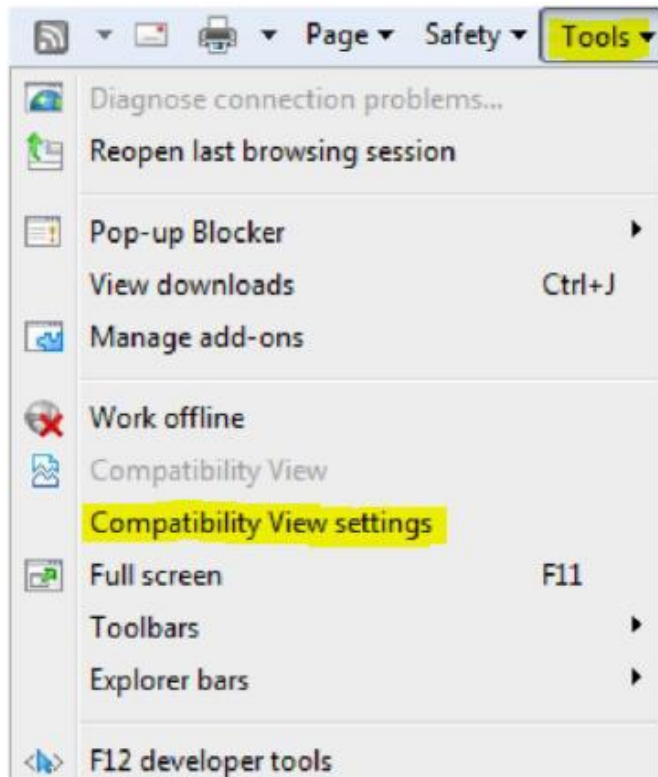
### **Using the Correct Browser**

The web Transport Civil Rights and Labor Management (WTCRLM) software is designed to run on the Internet Explorer browser, version 9 or higher (IE9, IE10 or IE11). Make sure you update your browser to one of these versions.

### **Setting the Browser Mode**

Before logging in, some adjustments to the browser need to be made. Note that for WTCRLM to work properly you will have to turn off Compatibility View in Internet Explorer as shown below. For Internet Explorer 9 you may have to right click in the browser header and choose to display the Menu Bar for the Tools option to appear.

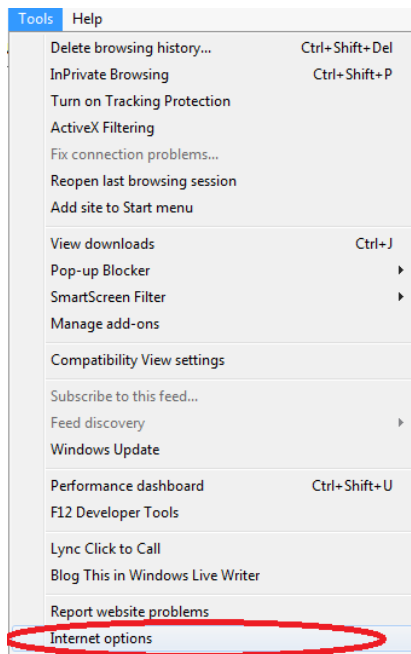
*From menu, click Tools → Compatibility Settings, and deselect the Compatibility View check-boxes*



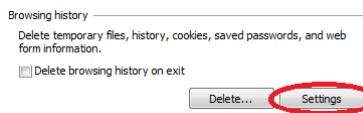
## Setting Internet Options

For components to be displayed properly, the browser must be set to refresh previously viewed pages, and the browser security must enable DOM storage. Follow these steps to verify these settings:

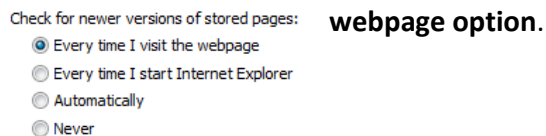
1. Open the Internet Explorer browser.
2. From the **Tools** menu, select **Internet Options**.



3. Under **Browsing History**, click the **Settings** button.

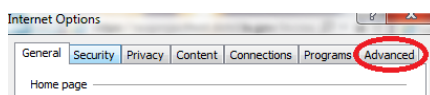


4. For the *Check for newer versions of stored pages* setting, click the **Every time I visit the webpage** option.

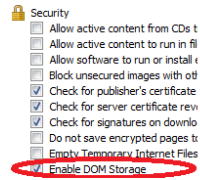


5. Click **OK**.

6. In the Internet Options dialog box, click the **Advanced** tab.



7. In the **Settings** box, scroll down to the **Security** section, and ensure the **Enable DOM Storage** option is selected.



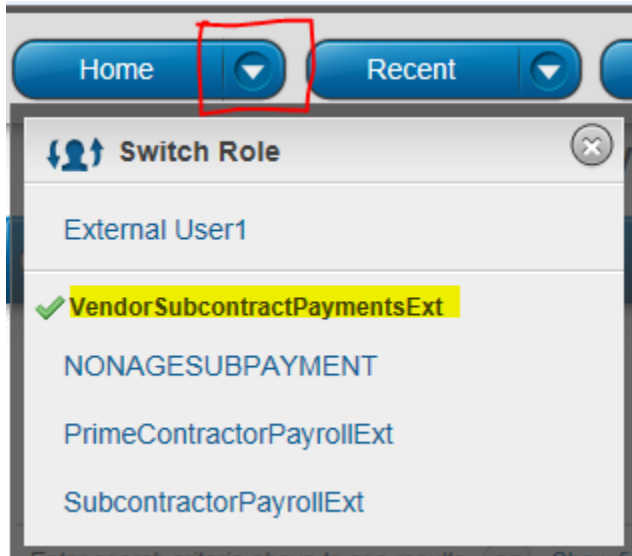
8. Click **OK**.

## Logging On

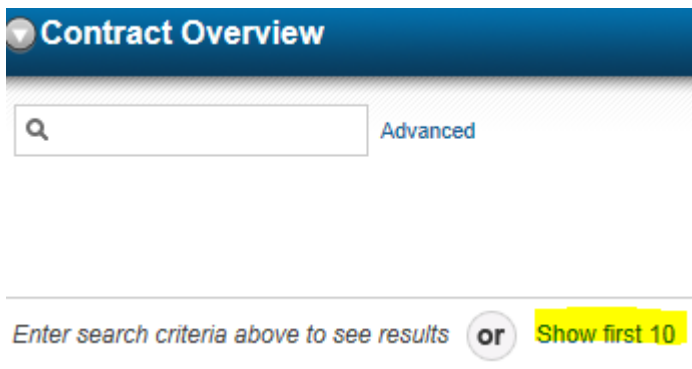
You can access WTCRLM from the [Subcontractor Payment Pilot](#) webpage, click the AASHTOWare Project Test Site link. To log in, use the username and password provided by the department. Make sure LADOTDOM is selected in the Domain field.

A screenshot of the AASHTO Transport WTCRLM login page. The page features the AASHTO Transport logo on the left, which includes a stylized orange and blue circular graphic. Below the logo, the text 'AASHTO Transport' is displayed, followed by 'Transportation Software Management Solution'. At the bottom left, 'WTCRLM' is written in large red letters, with a smaller line of text below it: 'An Application Maintained by the Louisiana Department of Transportation and Development'. On the right side of the page, there is a login form with fields for 'Username:' (containing 'CXXXXX'), 'Password:' (masked with dots), and 'Domain:' (a dropdown menu showing 'LADOTDOM'). A 'Log on' button is located below the domain field.

Click on the Home drop down and make sure that your role is set to VendorSubcontractPaymentExt



The following will appear. If you click on "show first 10", a list of **ALL** active DOTD contracts will appear, however you will only be able to click on and view those payment records specific to your vendor information)



Showing 10 of 2288

<b>Contract:</b> 001-02-0035 <b>Prime ID:</b> 28218000	<b>Description:</b> US 80 ADD CENTER TURN <b>Prime Name:</b> F. J. Burnell, Inc.
001-03-0079 36374000	EASTWOOD TO WEBSTER Best-Yet Builders, Llc
001-03-0082-R1 46772000	BPCC Gateway Signs Shreve Land Constructors LI
001-03-0088 48462000	TURN LANE ADDITION AT Fessler And Bowman, Inc.

The better option is to enter the specific contract number that you need to enter a DBE subcontractor payment for:

Home
Recent
My Pages

**Transport Vendor Subcontract Payments (External)**

**Contract Overview**

Showing 1 of 1

<b>Contract:</b> H.000397.6 <b>Prime ID:</b> 34567000	<b>Description:</b> UNION PACIFIC RAILROAD OVERPASS NEAR BENTON <b>Prime Name:</b> James Construction Group LLC
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Click on the row of the contract to select it. Click on the row actions button so that the drop down menu will appear and then click on the View Contract Payments.

Description:

UNION PACIFIC RAILROAD OVERPASS NEAR BENTON

Prime Name:

James Construction Group LLC

Actions

Exclude from Search Results

Tasks

View Contract Payments

Views

AttachmentsTracked Issues

Links

Reports

Contract Payment

A list of all payments made from DOTD to your company will appear in a list by Estimate Numbers. Click on the Estimate Number that the DBE subcontractor payment needs to be added. Only payments to DBE subcontractors should be recorded. Note that the Estimate will not appear until it is completely approved through the Department. If the Estimate does not appear and you are certain that it has been approved, contact the Compliance Programs Office at 225-379-1382.

Contract: H.000397.6 - UNION PACIFIC RAILROAD OVERPASS NEAR BENTON

Q |

Advanced

Showing 17 of 17

Begin typing to search or press Enter

Estimate Num:	Type:	Amount Paid:	End Date:
0017	Progress Estimate	750.00	02/28/2015
0016	Progress Estimate	95,697.29	01/31/2015
0015	Progress Estimate	371,427.06	12/31/2014
0014	Progress Estimate	580,577.04	11/30/2014
0013	Progress Estimate	770,473.86	10/31/2014
0012	Progress Estimate	864,622.94	09/30/2014

When you click on the Estimate Number, the Contract Payment Summary will appear and you will then click on the Subcontractor Payments Tab to see any subcontractor payments. To add a DBE subcontractor payment click on the Add Subcontract Payment from Prime link.

## Contract Payment Summary

**Contract H.000397.6 - UNION PACIFIC RAILROAD OVERPAS**

Estimate Num: 0017 - Payment End Dt 02/28/2015

General

Items

**Subcontract Payments**

Add Subcontract Payment From Prime

46404000

Tarver Land Development LLC

Enter all information as indicated below

## Add Subcontractor Payment

**Contract: H.000397.6 - UNION PACIFIC RAILROAD OVERPASS NEAR BENTON**

Number: 0017 Period: 02/01/2015 - 02/28/2015

Payer:

34567000 - James Construction Group LLC

DBE Firm Indicator:

No

Payee:\*

DBE Commitment Indicator:

No

Payee Payment Number:\*

Payee Work Complete Indicator:

☐

Date Paid:\*

Payment Type:\*

Paid Amount (If supplier, enter 60% of total paid):

\* = required fields

Payee: Select the DBE subcontractor by typing in all or part of their name

Payee Payment Number: must be unique to the subcontractor – suggest using the Estimate or Check number

Date Paid: The date you paid them within the Estimate Period

Payment Type: Progress

Paid Amount: Total Amount Paid, including all line items, to the DBE for this Estimate period (even when no DBE work is performed within an Estimate period, payments should be entered for EVERY Estimate even if the payment amount is ZERO). If the DBE is a trucker and supplier then you would add the trucker amount to the allowable 60% supplier amount and enter the total in the field.

Click on the Save Button. After the Save button is clicked, the DBE Firm Indicator should change to yes and the DBE Commitment will change to yes if the DBE was initially being used to meet the goal



Currently, there is no way to modify a payment if a mistake is made and therefore it must be deleted completely and re-entered. To delete a payment, go to the Subcontractor Payments Tab and select the payment that needs to be deleted by clicking on the row actions drop down button and clicking on delete and then start the process over to re-enter the correct information.

Subcontract Payments 0 marked for deletion

46404000	02/28/2015	\$0.00
Tarver Land Development LLC		
Payer Name: 34567000	Payment Type: Progress	<b>Actions</b> <a href="#">Add New Payment Same Payer</a> <a href="#">Delete</a> <a href="#">Review Sub Contractor Paymt. Summary</a> <b>Tasks</b> <a href="#">Sign Subcontract Payment</a> <b>Views</b> <a href="#">Attachments</a> <a href="#">Tracked Issues</a> <a href="#">Links</a> <b>Reports</b> <a href="#">CRL-020 Payment Verification Text</a> <a href="#">Payment Verification Text</a> <a href="#">Subcontract Payment</a>
Payee Name: 46404000	Paid Amount: 0.00	
Payee Payment Number: 0017	DBE Supplier: Yes	
Date Paid: 02/28/2015	Parent Subcontract: Yes	
	DBE Firm Indicator: Yes	




Click on the Save Button



When payment is correctly entered, it is ready to be reviewed. On the subcontractor payment tab click on the row actions button and click on Sign Subcontract Payment

Subcontract Payments 0 marked for deletion | 0 changed

46404000	02/28/2015	\$0.00	
Tarver Land Development LLC			
Payer Name: 34567000	Payment Progress	Add New Payment Same Payer Delete	
Payee Name: 46404000	Paid Amount 0.00	Review Sub Contractor Paymt. Summary	
Payee Payment Number: 0017	DBE Sup	<b>Tasks</b> Sign Subcontract Payment	
Date Paid: 02/28/2015	Parent S	<b>Views</b> Attachments Tracked Issues	

Review to make sure that all of the information is correct

▼ Sign Subcontract Payment

Progress:

Review

1 Review:

#### Subcontract Payment Report

Contract	
Contract ID:	H.000397.6
Description:	UNION PACIFIC RAILROAD OVERPASS NEAR BENTON
Prime Contractor:	34567000 James Construction Group LLC
Federal Project No:	H000397
State Project No:	H.000397
Overall Fed. Funding Percent:	80.00%
Subcontract Payment	

Click on the Next Button

Previous

Next

Verify that all of the information is correct

**2 Verify:**

Date: 04/09/2015

I, External User1 Test Prime

do hereby state:

That I paid Tarver Land Development LLC for work, material, labor, equipment and miscellaneous expenses associated with H.000397.6 UNION PACIFIC RAILROAD OVERPASS NEAR BENTON; with payment paid 02/28/2015.

Click on the Next Button

Previous

Next

Type in any comments and click on the Sign Payment Button. Note that once you click the Sign Payment Button, the system will automatically fill in the Signed By: information.

**3 Sign:**

Signer Comments:

Type any comments here.

Example: Trucker and supplier 60% payments combined.

Signed Date:

04/09/2015

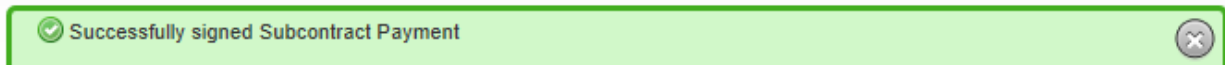
Up to 3999 characters

Signed By:

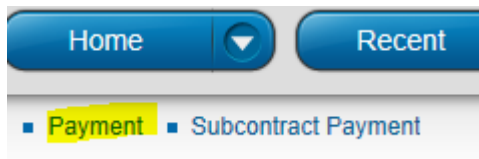
LADOTDOM\EXAwpp01

Sign Payment

Confirmation will appear at the top of the page that your payment was successfully entered and signed



To enter another DBE payment to the same Estimate, click on the Payment link at the top of the page and repeat the same process as above.



Once all DBE Subcontractor payments are entered, you are done for this Estimate period. The DOTD District personnel will then review for accuracy.

Remember that a CP-1A must be entered for each Estimate regardless if work has been performed by the DBE or not.

An original, notarized CP-2A (final DBE payment document) must be mailed to the Compliance Office at the following address:

DOTD Compliance Programs Office  
ATTN: Contract Administration Unit  
Post Office Box 94245  
Baton Rouge, LA 70804-9245

The CP-2A can be completed any time after **ALL** DBEs have completed their work and been paid in full. Once the CP-2A has been received and recorded, the CP-1A's are no longer necessary.